



December 1, 2013

## Information for Registration and Training - Lobbyists

### 2014 Registration

1. Beginning Monday, December 9, 2013, the ilobby portal will be available for 2014 registration. If you are renewing a 2013 registration and the lobbyist and employer have a continuing agreement, then you must register by January 8, 2014. For all other registrations, the lobbyist and employer must register within seven (7) days of entering into an agreement.

Go to <https://apps.tn.gov/ilobby/> to register. If you are currently registered for 2013 but do not intend to register for 2014, you do not need to do anything as the 2013 registration expires December 31.

2. You will need your username and password to access your account. If you do not have your username and password, you will have the option to retrieve this information on the login page of the ilobby application. If you need further username or password assistance, please call the **Help Desk at 615-313-0300**. Any other questions should be directed to the Bureau staff at 615-741-7959 or email at [ethics.counsel@tn.gov](mailto:ethics.counsel@tn.gov). **Do not** create a new account if you have forgotten your username or password **or** if you have changed firms or companies.
3. If you are a returning user, please check your contact information and update it, if necessary, **before** you register.
4. A volunteer lobbyist falls into one of the following categories:
  - a. You do not receive any compensation for services other than reimbursement of actual out-of-pocket expenses and the reimbursement does not exceed ten (10) days. You are not required to register.
  - b. You do not receive any compensation for services other than reimbursement of actual out-of-pocket expenses and the reimbursement exceeds ten (10) days. You are required to register but are not required to pay the registration fee. You must pay the \$40 training fee. The employer of lobbyist is required to register and pay the \$150 registration fee.
5. The registration fee remains the same - \$150 per registration. Lobbyists must pay the \$40.00 training fee at the time of the first 2014 registration, for an initial total of \$190.00. If paying by check, make sure the training fee is included.

Payment is due within 30 days after registering and you will not receive an invoice. If paying by credit card online, print the confirmation page for your records. We will mail you a receipt if you pay by check.

6. If the lobbying relationship is terminated during the year, log in to your account to withdraw. Open the registration by clicking on the date; then click on the “withdraw” button at the bottom of the registration and submit.
7. T.C.A. § 3-6-302(a)(3) requires that each lobbyist submit a photo to the Commission within 30 days after registering. If you have not previously provided a photo, please do so this year. The photo should be jpeg format and no larger than 180 x 255 pixels. Email the photo to [ethics.pics@tn.gov](mailto:ethics.pics@tn.gov).

### **Lobbyist Training**

T.C.A. § 3-6-114(b) requires that each lobbyist attend one ethics course each year. This can be accomplished by attending the course provided to members of the general assembly or by taking the training online.

To complete the training online, log in to the ilobby portal. The training section is below your contact information and there is a link to the training materials. After reviewing the material, you need to click on the “take exam” button. After you have completed the exam, the date you completed the training will appear on your ilobby account.

There is no certificate to mail to the Commission. We are no longer using the certificate. If you have an old certificate bookmarked or printed, do not mail it to the Commission because **you will not receive credit for completion of training**.

**Tennessee Bureau of Ethics & Campaign Finance**  
**Ethics Commission**  
**404 James Robertson Parkway, Suite 104**  
**Nashville, TN 37243**  
**615-741-7959**  
**Fax 615-532-8905**  
**[Ethics.counsel@tn.gov](mailto:Ethics.counsel@tn.gov)**